

Program Notice

FGIS-PN-09-02

11-24-08

ORDERING PLASTIC BAGS, COIN ENVELOPES, SPEAR ENVELOPES, PLASTIC QUART BOTTLES AND PLASTIC CABLE TIES

1. PURPOSE

This program notice announces the policy and procedures for ordering supplies for use in the official system.

2. BACKGROUND

Field Management Division (FMD) has centralized the acquisition of certain supplies by contracting with source companies to drop-ship requested supplies directly to Official Service Providers (OSP) headquarter locations and Federal Grain Inspection Service (FGIS) offices throughout the official system. Consolidation will save the official system the cost of storing, shipping, and requisitioning supplies. Additionally, with a combined supply source, FMD can better track usage, receive standardized products, and receive discount pricing for large volumes.

3. POLICY

OSPs are now responsible for ordering supplies for use in the FGIS monitoring program (at no cost to the OSP), directly from a FGIS contracted vendor, or a designated FGIS office, rather than ordering the supplies through their servicing FGIS field office.

OSPs must only use these FGIS purchased supplies for the monitoring program. Use of these supplies for routine daily use (e.g., file sample retention, composite samples, etc.) is prohibited. However, OSPs may choose to purchase routine daily use supplies (separate from the FGIS contract) from an FGIS contracted vendor using its own funds.

FGIS offices are also required to order these supplies from one or more FGIS contracted vendors, or the designated FGIS office listed in the attached vendor supply table.

4. EFFECTIVE DATE

This policy and procedures are effective upon receipt.

5. PROCEDURES

a. Contact the Appropriate Vendor or Designated FGIS Office.

Use the attached vendor supply table as guidance to determine the appropriate vendor, or FGIS office to contact for needed supplies.

- 1) **Plastic bags** - There are two vendors for plastic bags. When plastic bags are needed, use the following guidelines to determine which vendor to contact.
 - a) Contact the first vendor (i.e., C&S International) listed on the left side of the vendor/supply table. This vendor is preferred based on the cost of the plastic bags.
 - b) If the preferred vendor cannot meet your delivery time for the plastic bags, contact the second vendor (Seedburo Equipment Co.) listed in the table.
 - c) If the second vendor cannot meet your delivery time, or the delivery time is close to the delivery time indicated by the preferred vendor, order the plastic bags from the preferred vendor.
- 2) **Large coin envelopes** - There are two suppliers for the large coin envelopes: Use the following guidelines to determine which supplier to contact.
 - a) FGIS' Cedar Rapids field office (CRFO) is the primary contact for these envelopes. They are responsible for purchasing this item from a government source and having it shipped to OSPs' headquarters, FGIS offices, and FGIS sub-offices and duty points.
 - b) Seedburo Equipment Co. is the alternative source for these envelopes, and because of their cost you should only use them when CRFO cannot fulfill your request, or cannot meet your delivery time. However, if CRFO delivery time is close to the time indicated by this vendor, order the envelopes from CRFO.
- 3) **Plastic Quart Bottles**- contact Seedburo Equipment Co.
- 4) **Small coin and spear envelopes** - contact Spear Envelope Co.
- 5) **Plastic cable ties** - contact John Fisher, Field Operations and Support Staff (FOSS), at 816-823-4640 or john.h.fisher@usda.gov. FMD does not have a contract or a specific vendor for this item. FOSS is responsible for purchasing this item and having it shipped to OSP's headquarters, FGIS offices, and FGIS sub-offices and duty points.

b. **Placing Orders.**

Contact vendors by telephone, email, or fax to place an order. When placing an order provide the vendor with the following information:

- 1) Item and the quantity needed (e.g., 1,000 plastic bags 8”w x 18”h, 6 mil).
- 2) Physical shipping address for delivery of supplies. Vendors are only required to ship supplies to street addresses listed in the contract. Those addresses exclude specified service points and elevators locations. The shipping addresses in the contract are for the following locations:
 - a) OSP’s headquarters,
 - b) FGIS Field offices,
 - c) FGIS Sub-offices and Duty Points.
- 3) Name and phone number of person placing the order.
- 4) The "call" number (refer to the attached vendor/supply table).

c. **Receiving Supplies.**

For accounting purposes, when supplies are received:

- 1) Stamp the packing slip with the date of receipt.
- 2) Fax the packing slip to Denise Ruggles, FOSS, at 816-823-4644.

6. **QUESTIONS**

Direct any questions to Denise Ruggles, FOSS, at 816-401-8370, or email at Denise.m.ruggles@usda.gov

/s/ John Giler

John Giler, Director
Field Management Division

VENDOR SUPPLY TABLE

VENDORS/FGIS SUPPLIER	Large Plastic bags	Small Plastic Bags	Plastic Quart Bottles	Large Coin Envelopes	Small Coin Envelopes	Spear Envelopes	Cable Ties
C&S International Contact: Shirley Choi-Grogan Phone: 425-281-3048 Fax: 425-427-8615 Contract: AG-6395-B-08-0077 Call No. AG- 6935-K-09-0006 Requisition No. 232062	Preferred Vendor 8''w x 18''h 6 mil 500 per box	Preferred Vendor 6''w x 12''h 6 mil 1,000 per box					
Seedburo Equipment Co. Contact: Kathy Reading Phone: 1-800-284-5779 Fax: 312-738-5329 Contract: AG-6395-B-08-0076 Call No. AG- 6935-K-09-0005 Requisition No. 232061	8''w x 18''h 6 mil 1,000 per box	6''w x 12''h 6 mil 1,000 per box	3 3/4'' L x 3 3/4''w x 7''h, neck opening 1 3/4''	3 1/8''w x 5 1/2''h Open end, brown Kraft, regular gummed 500 per box			
FGIS Cedar Rapids Field Office Contact: Office Support Assistant Email carla.j.kania@usda.gov . No phone or fax orders.				Preferred Supplier 3 1/8''w x 5 1/2''h Open end, brown Kraft, regular gummed 500 per box			
Spear Envelope Co. Contact: Michael Meyer or Bonnie Phone: 952-545-7124 Fax: 952-545-0196 Contract: AG-6395-B-08-0075 Call No. AG- 6935-K-09-0003 Requisition No. 232060					2 1/2''w x 4 1/4''h Open end, brown Kraft, regular gummed 500 per box	4 1/2''w x 7''h 6 ounce capacity 500 per box	
FGIS, Field Operations and Support Staff Contact: John Fisher Phone: 816-823-4640 Fax: 816-823-4644							Length 6,'' tie width .130, 100 per pack